

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE 12		PAGE OF PAGES 1 5					
2. AMENDMENT/MODIFICATION NO. 010		3. EFFECTIVE DATE June 21, 2004		4. REQUISITION/PURCHASE REQ. NO. N/A		5. PROJECT NO. (If applicable)					
6. ISSUED BY Procurement Office George C. Marshall Space Flight Center National Aeronautics and Space Administration Marshall Space Flight Center, AL 35812		CODE PS31-J		7. ADMINISTERED BY (If other than Item 6) Jeffrey S. Jackson (256) 544-8935 Phone (256) 544-3223 Fax		CODE PS31-J					
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code) Science Applications International Corporation (SAIC) Company 6, Technology Services Company 10260 Campus Point Drive San Diego, CA 92121 c/o 6725 Odyssey Drive, Huntsville, AL 35806				<input checked="" type="checkbox"/>							
								9A. AMENDMENT OF SOLICITATION NO.			
				X				9B. DATED (SEE ITEM 11)			
								10A. MODIFICATION OF CONTRACT/ORDER NO. NNM04AA02C			
CODE CAGE- 0T5L1				FACILITY CODE SAP- 103429				10B. DATED (SEE ITEM 13) 1/1/04			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS											

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15 and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

<input checked="" type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a) and Mutual Agreement
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 3 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

	Negotiated	Shared	Award Fee	Potential	Contract	Total Sum
	<u>Estimated Cost</u>	<u>Savings</u>	<u>Fee</u>	<u>Award Fee</u>	<u>Value</u>	<u>Allotted</u>
Prev. Base Total	\$454,167,699	\$0	\$0	\$27,250,064	\$481,417,763	\$60,904,066
This Modification	\$0	\$0	\$0	\$0	\$0	\$0
Rev. Base Total	\$454,167,699	\$0	\$0	\$27,250,064	\$481,417,763	\$60,904,066

SEE PAGE 2 FOR DESCRIPTION OF AMENDMENT/MODIFICATION

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print) Kelly J. Parson, Senior Contracts Representative		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jeffrey S. Jackson, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
/s/ Kelly J. Parson	June 21, 2004	/s/ Jeffrey S. Jackson	June 21, 2004
<small>(Signature of person authorized to sign)</small>		<small>(Signature of Contracting Officer)</small>	

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT
(continued)

The purposes of this modification is to: (A) revise Clause B.2, Estimated Cost and Award Fee, in order to reflect both a subjective and objective pool for the existing Potential Award Fee Pool in accordance with the UNITEs CPAF Evaluation Plan; (B) replace Clause G.8 "Quarterly Reporting of Government Property in Contractor Custody" with the clause entitled "General Instructions for Contractor-Held Property" in order to impose monthly reporting requirements in lieu of quarterly (additional guidance is contained in Procurement Information Circular 04-12); (C) revise Attachment J-1, Performance Work Statement, to reflect the correct numbering/lettering of the documents referenced and other minor changes; (D) revise Attachment J-1 to reflect agreement on the use of "MICS/Online" in lieu of "MICS" exclusively and to add reference to the new DRD 971MA-012; (E) revise Attachment J-2, Data Procurement Document, in order to revise the reporting requirements for DRD 974MA-010, Contractor Self-Assessment Report, and incorporate DRD 974MA-012, Contractor Program/Project Status Review; and (F) revise Attachment J-10, Applicable Regulations and Procedures, to reflect the reclassification of NASA Procedures and Guidelines to NASA Procedural Requirements. It is mutually agreed that no adjustment to the contract value will be required as a result of any of the changes, revisions, or additions delineated below. Accordingly, NNM04AA02C is modified as follows:

- A. Clause B.2, Estimated Cost and Award Fee, is revised to allocate the existing Potential Award Fee pool for the period 1/1/04 to 6/30/04 between two 3-month periods. For the period 1/1/04 to 3/30/04, an amount of \$275,495 is allocated for the Potential Award Fee associated with the phase-in period. The remainder is allocated to the period 3/31/04 to 6/30/04, to be measured in accordance with the applicable contract clauses. In addition, this remaining pool (\$2,531,990) is further divided to reflect allocation of the Potential Award Fee between an Award Fee pool and an Objective Fee pool, in accordance with the intent of the UNITEs solicitation and the UNITEs CPAF Evaluation Plan. The solicitation specified that approximately 76% of the Potential Award Fee pool would be subjectively measured in accordance with Attachment J-5, UNITEs CPAF Evaluation Plan, and approximately 24% would be measured objectively in accordance with Attachment J-4, Performance Measurement Standards. Accordingly, the Potential Award Fee pools for each period of the base contract will be allocated between the Award Fee and Objective Fee pools by these percentages. The amounts earned from each pool will be reflected in the Earned Award Fee amount for the applicable period.
- B. Clause G.8 "Quarterly Reporting of Government Property in Contractor Custody" is deleted in its entirety and replaced with the clause entitled "General Instructions for Contractor-Held Property" in

order to impose monthly reporting requirements in lieu of quarterly (additional guidance and instructions are contained in Procurement Information Circular 04-12).

- C. ATTACHMENT J-1, Performance Work Statement, is revised to reflect the correct references to NASA Procedural Requirements in lieu of NASA Procedures and Guidelines. The documents revised, as well as the corresponding PWS sections, are delineated below:

NPG 7120.5 to NPR 7120.5, "NASA Program and Project Management Processes and Requirements"--PWS Section 2.1.g (1), page J-1-7.

NPG 1040 to NPR 1040.1, "NASA Continuity of Operations (COOP) Planning Procedures and Guidelines". This document is also added to Attachment J-10, Applicable Regulations and Procedures.--
PWS Section 2.7.3.a, page J-1-12.

NPG 2810.1 to NPR 2810.1, "Security of Information Technology"
- -PWS Sections 2.7.2, 3.3.b, 3.3.h, 3.6.3.6.a, 3.6.4.3.a, 3.7.3.3.a, 4.1.3.3, 4.2.1.2, and 5.5.a, pages J-1-12, J-1-22, J-1-23, J-1-32, J-1-33, J-1-39, J-1-50, J-1-52, and J-1-67 respectively.

NPR 2190.1, NASA Export Control Program, is added to PWS section 2.7.6, Export Control, on page J-1-13.

- D. PWS Section 2.1, Project Management, is reformatted to show the correct lettering sequence on page J-1-7. No change in content results from this change. This section is also revised to reflect DRD 974MA-012, Contractor Program/Project Status Report, as a reporting requirement on page J-1-6.
- E. PWS Section 2.4.b is revised to change "MICS" to "MICS/Online" and "manpower" to "labor" as reflected on the replacement page J-1-10.
- F. PWS 3.7.7, Documentation and Configuration Management is revised to eliminate duplicate tasks on pages J-1-40 and J-1-41.
- G. PWS section 3.8.2, Services Requests is revised to reinstate tasks (b) and (c) which were inadvertently omitted since execution of the basic contract as reflected on the replacement page J-1-42.
- H. ATTACHMENT J-2, DATA PROCUREMENT DOCUMENT, is revised to accomplish the following:
1. The following Data Requirements Documents are revised to allow posting of the document "online" in lieu of "MICS", as applicable, in order to utilize the most effective electronic documentation repository method.

DRD 974CD-002, Employee Listing
DRD 974MA-006, Reports, Attachment 1 (Page J-2-25 only)
DRD 974MA-010, Contractor Self-Assessment Report

2. DRD 974MA-010, Contractor Self-Assessment Report, is revised to reflect the submission of a semi-annual report in lieu of the second quarterly report for both the initial submission and subsequent submissions throughout the contract period of performance. In addition, the monthly reporting requirement is revised to allow submission as part of the Monthly Program/Project Status Review Report submitted in conjunction with the monthly review normally conducted on the 3rd Thursday of each month.

3. DRD 974MA-012, Contractor Program/Project Status Review Report, is incorporated to formalize the reporting requirement of PWS section 2.1.a. This report is to be submitted in conjunction with the Monthly Program/Project Status Review Report normally conducted on the 3rd Thursday of each month. As this report is considered to be a reporting requirement of 974MA-006, Reports, Item 1, this incorporation will not require an adjustment to the contract value.

- I. ATTACHMENT J-10, Applicable Regulations and Procedures, pages J-10-2 and J-10-3 are revised to reflect the correct document number and title for the reclassification of NASA Procedures and Guidelines to NASA Procedural Regulations. In addition, the following documents are added to the listing:

NPR 1040.1, "NASA Continuity of Operations (COOP) Planning Procedures and Guidelines"
NPR 2190.1, "NASA Export Control Program"

- J. The modification(s) made above are reflected in total on the change page(s) enclosed herewith. In order to reflect the change(s) made, the page(s) listed below are hereby deleted from, or added to, NNM04AA02C. Either bolded text or a vertical change bar included in the right margin indicates the specific area(s) of change.

Page(s) Deleted

B-2
G-8 – G-12
J-1-6
J-1-7
J-1-10
J-1-12
J-1-13
J-1-22
J-1-23
J-1-32

Page(s) Added

B-2
G-8 – G-12
J-1-6
J-1-7
J-1-10
J-1-12
J-1-13
J-1-22
J-1-23
J-1-32

J-1-33	J-1-33
J-1-39	J-1-39
J-1-42	J-1-42
J-1-50	J-1-50
J-1-52	J-1-52
J-1-67	J-1-67
J-2-3	J-2-3
J-2-9	J-2-9
J-2-25	J-2-25
J-2-36	J-2-36
	J-2-37-A
J-10-2	J-10-2
J-10-3	J-10-3

K. All other terms and conditions of NNM04AA02C remain unchanged.

B.2 ESTIMATED COST AND AWARD FEE

(a) The estimated cost and contract fees are as follows:

Contract Year	Period Covered	Estimated Cost	Shared Savings Fee	Earned Award Fee	Potential Award Fee
Base Year 1	1/1/04-6/30/04	\$ 46,789,434			\$275,495 (1/1/04 to 3/30/04) \$ 2,531,990 (3/30/04 to 6/30/04) (\$1,924,312 AF)* (\$607,678 OF)**
Base Year 1	7/1/04 - 12/31/04	\$ 84,478,961			\$ 5,068,619 (\$3,852,150 AF) (\$1,216,469 OF)
Base Year 2	1/1/05-6/30/05	\$ 81,160,269			\$ 4,869,617 (\$3,700,909 AF) (\$1,168,708 OF)
Base Year 2	7/1/05 - 12/31/05	\$ 81,160,268			\$ 4,869,616 (\$3,700,908 AF) (\$1,168,708 OF)
Base Year 3	1/1/06-6/30/06	\$ 80,289,384			\$ 4,817,364 (\$3,661,197 AF) (\$1,156,167 OF)
Base Year 3	7/1/06 - 12/31/06	\$ 80,289,383			\$ 4,817,363 (\$3,661,196 AF) (\$1,156,167 OF)
Option Year 1	1/1/07-6/30/07				
Option Year 1	7/1/07 - 12/31/07				
Option Year 2	1/1/08-6/30/08				
Option Year 2	7/1/08 - 12/31/08				
	TOTAL	\$454,167,699			\$27,250,064

* AF denotes Award Fee

** OF denotes Objective Fee

(b) The estimated cost and award fees applicable to the base period and each option period are as follows:

CLIN	Qty.	Unit	Estimated Cost	Award Fee
BASIC PERIOD (January 1, 2004 thru December 31, 2006)				
001	1	Job	\$454,167,699	\$27,250,064
			<u>Estimated Amount</u>	<u>Maximum Amount</u>
002	1	ID/R	\$0	\$1,500,000

cognizant NASA Center Industrial Property Officer (IPO) within 30 days after discovery of the error to discuss corrective action.

(2) The Contracting Officer may, in NASA's interest, withhold payment until a reserve not exceeding \$25,000 or 5 percent of the amount of the contract, whichever is less, has been set aside, if the Contractor fails to submit annual NF 1018 reports in accordance with 1845.505-14 and any supplemental instructions for the current reporting period issued by NASA. Such reserve shall be withheld until the Contracting Officer has determined that NASA has received the required reports. The withholding of any amount or the subsequent payment thereof shall not be construed as a waiver of any Government right.

(d) A final report shall be submitted within 30 days after disposition of all property subject to reporting when the contract performance period is complete in accordance with (b)(1) through (3) of this clause.

(End of clause)

G.8 GENERAL INSTRUCTIONS FOR CONTRACTOR-HELD PROPERTY REPORTING

1. **NF 1018 Reports.** The NASA Form (NF) 1018 report provides annual summary-level property management and financial data on Government-furnished and contractor-acquired NASA property. Contractors shall report all NASA-owned property in US dollars, regardless of location. Negative reports are required. This reporting shall be completed in accordance with the NASA FAR Supplement (NFS) Subpart 1845.7101 and any supplemental guidance provided by the Contracting Officer. NASA Form (NF) 1018 reports shall be submitted using the NF 1018 Electronic Submission System (NESS) (<http://ness.gsfc.nasa.gov>).

2. Monthly Property Financial Reports.

a. Additionally, monthly property financial reports are required with item level supporting data. This data shall be submitted for all items with an acquisition cost of \$100,000 or more, in the contractor's and its subcontractors' possession, in the following classifications: real property, equipment, special test equipment, special tooling, and agency peculiar property. Monthly reporting is not required for property in the above classifications with an acquisition cost under \$100,000. Monthly data shall also be submitted for items of any acquisition cost in the classifications of materials and contract work-in-process (WIP). Itemized monthly data is required for materials and WIP line items of \$100,000 and over. Summary monthly data is required for materials and WIP line items under \$100,000. The monthly reports shall be

electronically submitted using the Contractor-Held Asset Tracking System (CHATS) (<http://nasachats.gsfc.nasa.gov>) using the format described in the CHATS user's manual.

b. Acquisition costs shall be developed using actual costs to the greatest extent possible, especially costs directly related to fabrication such as labor and materials. Supporting documentation shall be maintained and available for all amounts reported, including any amounts developed using estimating techniques.

c. All Adjustments shall be thoroughly explained and directly related to a specific fiscal year. If the fiscal year cannot be determined, the default shall be the previous fiscal year.

d. Work Breakdown Structures (WBS) shall be provided for all Contractor acquired property (CAP), WIP, and any new materials acquired. The format shall be a five digit numerical level. (i.e. 803-10). If the WBS is not identifiable, contact the NASA CFO Property Branch for further guidance, as outlined below.

e. The data required for the monthly submission is due the 21st day after the close of the month.

e.g. August 21 for the month ending July 31
September 21 for the month ending August 31
October 21 for the month ending September 30

(End of Clause)

G.9 CONTRACTOR ACCOUNTABLE ONSITE GOVERNMENT PROPERTY
(1852.245-74) (MAR 1989) (DEVIATION)

(a) In performance of work under this contract, certain Government property identified in the contract shall be provided to the Contractor on a no-charge-for-use basis by the installation's Supply and Equipment Management Officer. That property shall be utilized in the performance of this contract at the installation that provided the property or at such other installations or locations as may be specified elsewhere in this contract. The Contractor assumes accountability and user responsibilities for the property.

(b) Government property provided shall in every respect be subject to the provisions of the FAR 52.245-5 Government property clause of this contract. In addition, the contractor is responsible for managing this property in accordance with the guidelines provided by the installation's Supply and Equipment Management Officer or any other formally designated representatives of the Contracting Officer. The guidelines include but are not limited to requiring the Contractor to --

- (1) Use Economic Order Quantity (EOQ) methods for routine stock replenishment;
- (2) Utilize the Federal Cataloging System;
- (3) Comply with shelf-life requirements;
- (4) Provide for accountability and control using the NASA Equipment Management System (NEMS) of all equipment costing \$5,000 and over, plus that equipment designated as "sensitive";
- (5) Provide for physical inventory of all controlled equipment at least every 3 years;
- (6) Conduct walk-through utilization inspections;
- (7) Provide for sample inventories of materials plus complete inventories every 5 years;
- (8) Screen before acquiring additional property in accordance with 1852.245-70, Contractor Requests for Government-Owned Equipment; and
- (9) Use Government sources as the first source of supply.

(End of clause)

G.10 LIST OF GOVERNMENT-FURNISHED PROPERTY (1852.245-76) (OCTOBER 1988)

For performance of work under this contract, the Government will make available Government property identified below or in Attachment J-8 of this contract on a no-charge-for-use basis. The Contractor shall use this property in the performance of this contract at (See clause F.3) and at other location(s) as may be approved by the Contracting Officer. Under the FAR 52.245 Government property clause of this contract, the Contractor is accountable for the identified property.

(End of clause)

G.11 LIST OF INSTALLATION-ACCOUNTABLE PROPERTY AND SERVICES (1852.245-77) (JUL 1997)

In accordance with the clause at 1852.245-71, Installation-Accountable Government Property, the Contractor is authorized use of the types of property and services listed below, to the extent they are available, in the performance of this contract within the physical borders of the installation which may include buildings and space owned

or directly leased by NASA in close proximity to the installation, if so designated by the Contracting Officer.

(a) Office space, work area space, and utilities. Government telephones are available for official purposes only; pay telephones are available for contractor employees for unofficial calls.

(b) General- and special-purpose equipment, used exclusively by the contractor, including office furniture, which is non-sensitive and has an acquisition cost of less than \$5,000 and equipment of any acquisition cost that is shared use and required to be maintained for the Government under the Performance Work Statement of this contract.

(1) Equipment to be made available is listed in **Attachment J-9**. (The Government will neither make available nor reimburse the cost of personal items such as coveralls, hard hats, safety shoes, safety glasses, or personal hand tools and equipment). The Government retains accountability for the property listed in **ATTACHMENT J-9** under the clause at 1852.245-71, Installation-Accountable Government Property, regardless of its authorized location.

(2) If the Contractor acquires property, title to which vests in the Government pursuant to other provisions of this contract, this property also shall become accountable to the Government upon its entry into Government records as required by the clause at 1852.245-71, Installation-Accountable Government Property.

(3) The Contractor shall not bring to the installation for use under this contract any property owned or leased by the Contractor, or other property that the Contractor is accountable for under any other Government contract, without the Contracting Officer's prior written approval.

(c) Utilization of Center's supply source for purchase of general office supplies.

(d) Publications and blank forms stocked by the installation.

(e) Safety and fire protection for Contractor personnel and facilities.

(f) Installation service facilities: **See Attachment J-9.**

(g) Medical treatment of a first-aid nature for Contractor personnel injuries or illnesses sustained during on-site duty.

(h) Cafeteria privileges for Contractor employees during normal operating hours.

(i) Building maintenance for facilities occupied by Contractor personnel.

(j) Moving and hauling for office moves, movement of large equipment, and delivery of supplies. Moving services shall be provided on-site, as approved by the Contracting Officer.

(k) Fitness/Wellness Center exercise/recreation facilities.

(1) The user responsibilities of the Contractor are defined in paragraph (a) of the clause at 1852.245-71, Installation-Accountable Government Property.

(End of clause)

G.12 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES
(52.222-42) (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

SPECIAL NOTICE: The classifications and wages specified in Section A, Classifications, Grades, and Rates, of this clause, are for informational purposes only. Actual wages to be paid are specified in ATTACHMENT J-3, WAGE DETERMINATIONS.

- 2) Track and report planned versus actual resource utilization (DRD 974MA-006).
- 3) Provide capability for ad hoc query of the data.
- 4) Provide data that are current and readily available.
- i. Maintain and operate the Center Operations Services Management Information System (COSMIS). The contractor shall:
 - 1) Track and report actual resource utilization by UNITEs service and customer to COSMIS (DRD 974MA-006).
 - 2) Develop COSMIS rates on an annual basis for each UNITEs service. These shall be provided to the government for calculating full cost service rates (DRD 974MA-006).
 - 3) Report headcount allocations by full cost accounting pools of MSFC IT services, Center G&A services, NISN services, and corporate G&A services (DRD 974MA-006).
- j. Provide Contracting Officer (CO) and Contracting Officer's Technical Representative (COTR)-designated personnel on-line access to the MICS.
- k. Provide necessary training for the contractor's personnel to perform the services and functions described in this PWS.
- l. Provide technical information concerning any invention, discovery, improvement, or innovation made by the Contractor in the performance of work under this PWS (DRD 974CD-003).
- m. In performing the effort delineated in this PWS, the contractor shall provide systems and applications associated with the six covered Electronic and Information Technology Accessibility product groups specified below. All systems and applications associated with these groups shall comply with the applicable standards contained with the Federal Acquisition Circular 97-27, Electronic and Information Technology (EIT) Accessibility, Section 508 of the Rehabilitation Act of 1973 by implementing the applicable Technical Standards (Subpart B) including:
 - 1) Software Applications and Operating Systems (1194.21).
 - 2) Web-based Intranet and Internet Information and Applications (1194.22).
 - 3) Telecommunications Products (1194.23).
 - 4) Video or Multimedia Products (1194.24).
 - 5) Self-Contained Closed Products (1194.25).
 - 6) Desktop and Portable Computers (1194.26).

2.1 PROJECT MANAGEMENT

The contractor shall be responsible for performing cost, schedule, risk management, and technical management of all UNITEs services, functions, and tasks. In performance of this function, the contractor shall:

- a. Prepare and submit monthly reports of project plans, status, and schedules using the MICS in accordance with DRD 974MA-006 and **DRD 974MA-012.**

- b. Prepare and conduct monthly program management reviews including presentation and discussion of program priorities, project statuses, significant accomplishments, risk management, and problem areas.
- c. Prepare and submit status, progress, and problem information in the Weekly Activity Report in accordance with DRD 974MA-006.
- d. Track official communication with the COTR such as technical direction, requests for information, and transmittals, and provide status concerning all such communications (DRD 974MA-006).
- e. Track monthly export control activities and report in accordance with DRD 974MA-009.
- f. Prepare and submit the Certification of NISN Systems Readiness in accordance with DRD 974MA-011 and participate in flight, mission, program, and system readiness reviews to ascertain systems are ready to support missions, programs, flights, and operational users.
- g. Implement an effective risk management approach to include continuous assessment of what could go wrong, determining what risks are important to address, and implementing risk mitigation strategies that are reasonable and commensurate with the probable adverse effects should a risk occur.
 - 1) This approach shall be consistent with the **NPR 7120.5**.
 - 2) At the core of this approach is the assignment of risk management responsibilities to the appropriate management level, where there is direct professional involvement and concern over the impact of risks and where identification, mitigation, and reporting activities become an integral component of the contractor's project management planning, budgeting, and execution.
 - 3) The contractor shall utilize management tools, actively participate in recurring risk management meetings, and coordinate with the CIO and customer in the execution of its responsibilities.
 - 4) The contractor shall provide the Risk Management Plan, Analysis, and Tracking Reports in accordance with DRD 974MA-002.

2.2 STRATEGIC PLANNING AND TECHNOLOGY EVALUATION

The contractor shall perform systems analysis and planning activities for IT systems. In performance of this function, the contractor shall:

- a. Review and assess the future direction of and developments in IT to ensure architectures and management structures under this contract evolve to take advantage of new product releases (hardware and software), IT innovations, and advances in technology and to retire technologies that are no longer cost effective to operate and maintain.
- b. Evaluate potential equipment and technologies to determine functionality, feasibility, and merit. Utilize modeling, hands-on testing, market surveys, prototyping and pathfinder techniques and invite customer participation in the evaluation process.

of this contract. This point of contact shall have access to all contract administration data and information related to performance of this contract.

- b. Provide on-line access to the contract administration information and data through the MICS/**Online** to the CO and designated personnel. The MICS shall provide the capability to track costs by specific contract change orders. Also, the MICS shall provide **labor** data including contract totals by department, location, and WBS elements (DRD 974MA-006).
- c. Provide a list, as well as on-line access through the MICS, of all contractor employees working under this contract and their designated locations in accordance with DRD 974CD-002.
- d. Be responsible for generating, editing, merging, maintaining, and distributing documentation related to the performance of this contract (See DRD 974MA-007). Documentation includes documents, storage media, and records. The contractor shall:
 - 1) Provide, implement, and maintain an on-line documentation management system in accordance with NPD 1440.6.
 - 2) Provide access to CO- and COTR-designated personnel.
 - 3) Maintain an initial set of documentation and drawings that was generated under previous contracts related to the work described in this PWS (DRD 974MA-007).
 - 4) Retain and maintain all documentation and drawings generated under this contract (DRD 974MA-007).
 - 5) Prepare and maintain a Documentation Tree that categorizes, lists, and describes all such documentation in accordance with DRD 974MA-007.
 - 6) Prepare and submit documents for CIO-sponsored user meetings and committees, and provide support for follow-up documentation for these meetings.
 - 7) The contractor shall provide the documentation required by this PWS as well as the documentation described in the Data Procurement Document (DPD 974).

2.5 PROCUREMENT

In performance of this contract, the contractor shall:

- a. Implement and maintain a procurement information system as part of the MICS (DRD 974MA-006). The system shall track the status of individual procurements, whether initiated by the Service Request System (SRS) or other means, from purchase request through final purchase order, delivery, and acceptance and provide appropriate information to the IFM system. The system shall provide for on-line funding verification of purchase requests prior to initiation of purchase orders.
- b. Provide, implement, and maintain procurement controls including: contractor policies and procedures governing standards of conduct,

- a. Maintain and administer a NASA COMSEC account through the TOP SECRET/Sensitive Compartmented Information LEVEL, and provide encryption key management services, and classified documentation storage.
- b. Provide encryption key management services, and store sensitive documentation for teleconferencing and data circuits.
- c. Operate and maintain secure communications equipment to include voice, data, and video equipment.
- d. Provide support for NASA National Security Systems.

2.7.2 IT Security Program

The contractor shall prepare an Information Technology Security Plan that documents how the contractor and subcontractor personnel will utilize, in a secure manner commensurate with sensitivity of the information involved, those Federal computer systems and software applications managed by others. The contractor shall adhere to all NASA policies and procedures when utilizing corporate resources within the NASA environment. The contractor shall prepare a system-level Information Technology System Security Plan for each Federal general support computer system and major software application managed by contractor and subcontractor personnel in the performance of the contract. The security plan(s) shall be based on an assessment of risks and document the safeguards necessary to ensure sufficient electronic information availability, integrity, and confidentiality as required by **NPR 2810.1** and NIST standards. The contractor shall prepare the information technology security plan(s) in accordance with DRD 974CD-001.

2.7.3 Continuity of Services and Operations

The contractor shall develop, maintain, and test service continuity, contingency, and disaster recovery plans for all systems for which they are responsible. In support of disaster preparedness and recovery, the contractor shall:

- a. Develop and maintain a Disaster Recovery Plan (DRD 974MA-007) to ensure the orderly recovery from a disaster that may render all or part of information facilities, systems, and equipment inoperable. This plan shall be in accordance with applicable NASA policy (**NPR 1040.1**).
- b. Coordinate with information systems and disaster recovery experts across MSFC and NASA to verify integration of procedures and planning techniques.
- c. Execute effective measures to protect all systems equipment and data from potential environmental threats.
- d. After the occurrence of a disaster, ensure that systems are operational and restore any lost capabilities and data.
- e. Develop and maintain a Business Continuity Plan in accordance with DRD 974MA-007.

2.7.4 Emergency Response

The contractor shall provide necessary materials, equipment, and emergency essential personnel in support of the Emergency Operations Center and the Marshall Emergency Plan (MPG 1040.3H). The contractor shall also develop and maintain Business Continuity Plans and Disaster Recovery Plans for all systems for which they are responsible in accordance with DRD 974MA-007.

2.7.5 Audit/Investigation Support

The contractor shall provide support and information to internal and external auditing and investigations performed by agencies such as General Accounting Office (GAO), Inspector General (IG), Defense Contracting Audit Agency (DCAA), Defense Contract Management Agency (DCMA), Federal Bureau of Investigation (FBI), Office of Management and Budget (OMB), independent boards, and other requests.

2.7.6 Export Control

The contractor shall prepare, implement, and maintain the Export Control Plan in accordance with DRD 974MA-009 and implement a comprehensive program consistent with applicable NASA, MSFC, Department of State, and Department of Commerce regulations and procedures for the performance of the UNITEs mission. The contractor shall comply with NASA FAR Supplement 1852.225-70, NPD 2190.1, **NPR 2190.1**, MPD 2190.1, and MPG 2190.1.

The contractor shall provide a monthly report of all export control activities in accordance with DRD 974MA-009. The contractor shall maintain a database recording export control activities. The database shall be accessible to contractor and NASA personnel as designated by the COTR.

2.7.7 System Administrator Certification

In addition to any other requirements of this contract, all individuals who perform tasks as a system administrator or have authority to perform tasks normally performed by system administrator shall be required to demonstrate knowledge appropriate to those tasks. This demonstration, referred to as the NASA System Administrator Security Certification, is a NASA funded two-tier assessment to verify that system administrators are able to:

- a. Demonstrate knowledge in system administration for the operating systems for which they have responsibility.
- b. Demonstrate knowledge in the understanding and application of Network and Internet Security.

Certification is granted upon achieving a score above the certification level on both an Operating System test and the Network and Internet Security Test. The Certification earned under this process will be valid for three years. The NASA Chief

3.2 DIGITAL TELEVISION (DTV)

The contractor shall support the NASA DTV Project. Support to the project shall include project management, design and engineering, operations, intercenter and intracenter coordination, implementation, and sustaining engineering directly related to the DTV Project. In providing this service, the contractor shall:

- a. Provide customer support, such as collecting television requirements and preparing data in appropriate formats (DRD 974MA-007).
- b. Develop transition and implementation plans (DRD 974MA-007).
- c. Develop a laboratory to test equipment, interfaces, and processes.
- d. Provide a technical interface with vendors, broadcast, and commercial television communities.
- e. Provide engineering and operation expertise for consulting on distribution of audio and video between NASA Centers, within the centers, and to the media.
- f. Coordinate Agency DTV implementation.
- g. Coordinate, organize, and participate in technical working groups.
- h. Support DTV flight projects.

3.3 IT SECURITY

The contractor shall provide IT Security services to the Agency customers. These services include maintenance of existing capabilities, development or acquisition, and implementation of enhancements. In providing these services, the contractor shall:

- a. Utilize NASA's IT and wide area network capabilities to perform the support functions at all field centers and Headquarters.
- b. Ensure that all IT resources and components are secured to minimum requirements in accordance with **NPR 2810.1** and shall react to deal with any vulnerabilities or security incidents that might occur. This includes threat notification responses, risk management, network monitoring, centralized database collections, security response tracking and analysis, and forensics of IT Security activities. The contractor shall work closely with the NASA Center IT Security Managers or their representatives at all Centers.
- c. Establish and maintain contact with internal and external technical working groups to include IT and IT security professional associations, NASA field centers, vendors, other government agencies, and national/international industry organizations.
- d. Evaluate, develop, and test prototypes of IT security tools, techniques, and training.
- e. Recommend, assist as needed in design, implement and maintain a firewall architecture/design that meets the NASA IT Security standards for perimeter architecture and Agencywide projects and networks.
- f. Ensure that all personnel associated with IT security have a minimum of a final Secret Security clearance or higher.

- g. Establish and maintain an Agency IT Security Program and Response Center.
- h. Conduct yearly IT Security risk assessments of Agency systems and services, in accordance with **NPR 2810.1**.
- i. Develop, implement and maintain a database to collect information on hostile probes throughout the Agency. Provide reports for trending analysis (DRD 974MA-006).

3.3.1 Intrusion Detection/Incident Response

The contractor shall provide early warning and detection of intrusions into the NASA wide area network through analysis of network traffic from IP Networks, including the Internet and key signatures associated with known vulnerabilities and cyber attacks. The contractor shall provide the response mechanism to contain, analyze and report on the number, source and nature of hostile probes coming from the networks, which includes the Internet. The contractor shall analyze and be able to project evolving situations based on data collected from contractor-managed networked and monitoring devices, as well as NASA-managed networked and monitoring devices. The contractor shall support NASA incident investigations. The contractor shall provide monthly reports on the nature of the NASA traffic passing through the NASA connections to any connections between NASA and its partners even if they are utilizing NASA address space, including Internet connections (DRD 974MA-006). The contractor shall support the deployment of network monitoring devices which would include the installation of network taps as required by NASA and the deployment of monitoring devices and data gathering systems to be housed in the contractor network and communications space as provide under or acquired through this contract.

3.3.2 NASA National Security Systems

The contractor shall provide support for secure intra- and inter-Agency communications within the Government that are necessary to improve distribution of threat information and coordination of disaster response. This shall include the provisioning, maintenance, and utilization of the NASA Secure Network and other National Security Systems.

The contractor shall install, maintain, and prepare designs for and operate the systems associated with the National Security systems. However, due to the nature of the classification and accreditation of these U.S. Government systems, any activity in this regard will require the Agency's approval before proceeding.

3.3.3 NASA Secure Sensitive but Unclassified Networks

The contractor shall support the deployment and operation of network encryption services such as VPN or point-to-point solutions. The contractor shall provide recommendations on how to support out of band management of IT security monitoring, data analysis engines firewall and VPN services and the operations and maintenance for such devices.

The contractor shall provide operations, sustaining engineering and maintenance of the mission video distribution system. In providing mission video, the contractor shall:

- a. Operate and maintain the Goddard TV Central Facility, 8:00 am to 5:00 pm, Eastern Time, Monday through Friday, at the NASA Information Category Level of "Mission (MSN)," as defined in NPR 2810.1. During Shuttle mission support, the facility is operated 24 hours per day, 7 days per week.
- b. Record, edit, duplicate, and playback video for Agency programmatic activities.
- c. Provide switching and distribution of video feeds and transponder switching of NASA Select TV service.
- d. Provide on-site coverage during mission critical periods.
- e. Document all operations, engineering, maintenance and repair activities, including a daily log, in accordance with DRD 974MA-006.
- f. Coordinate and interface with government and contractor personnel regarding mission video activities.

3.6.4 Voice Services

The contractor shall provide voice teleconferencing and dedicated voice services.

3.6.4.1 Voice Teleconferencing Services (VoTS)

The contractor shall provide voice teleconferencing services to all COTR-designated locations. The contractor shall provide multiple levels of VoTS, such as:

- Dial-out service, where an operator calls all VoTS participants at a pre-arranged time.
- Dial-in service, where participants dial into a bridge and enter a passcode.
- On-demand conferencing, where a user is either assigned a unique account and passcode that can be distributed to participants or the user may contact an operator who will dial the participants.

The contractor shall provide:

- a. Operator-based and web-based reservation and scheduling function so users may reserve the resources and specify details about their conferences (DRD 974MA-006).
- b. Capability for operators to monitor in-progress calls and technical support and/or monitor conference quality.
- c. Capability to record and transcribe conferences if requested by the call leader.
- d. Monthly VoTS usage and cost summaries by NASA center (DRD 974MA-006).

- e. Secure voice teleconferencing capability to COTR-designated locations.

3.6.4.2 VoTS Facilities

The contractor shall design, install, and maintain voice teleconferencing facilities at COTR-designated locations. The facility provision shall include:

- a. Associated hardware and software systems.
- b. Room layout, including coordination of facility changes (DRD 974MA-007).
- c. Audio equipment.
- d. Room operations panel.

3.6.4.3 Dedicated (Mission) Voice Service

The contractor shall provide transmission, bridging, and switching to support a system of dedicated, mission voice circuits working in conjunction with Center switching/conferencing systems to create inter-connected voice communications loops. The voice loops interconnect the different Center voice distribution systems that support diverse missions within the Agency. The contractor shall provide operations, sustaining engineering, and maintenance of the Voice Switching System (VSS). In providing this service, the contractor shall:

- a. Operate and maintain the VSS 24 hours per day, 7 days per week, at the NASA Information Category Level of "Mission (MSN)," in accordance with **NPR 2810.1**.
- b. Operate the VSS and associated equipment in accordance with all applicable NISN Security Guidelines and Operating Procedures.
- c. Provide fault isolation, restoration, testing, and monitoring, including detection of circuit degradation, of all the voice circuits terminated in the VSS.
- d. Establish, maintain, and monitor voice conferences to NASA network and mission control centers and various other NASA, federal government and international partner facilities.
- e. Provide on-site coverage during mission critical periods.
- f. Coordinate and interface with government and contractor personnel regarding mission voice requirements-.

3.6.5 Data Services

The contractor shall provide routed data, dedicated data, and high rate data/video services.

3.6.5.1 Routed Data Services

The contractor shall provide the hardware, software, routing, management, and operations necessary to support NASA's routed data requirements. The contractor

- a. Staff and maintain the control capability that is operational 24 hours per day 7 days per week at the NASA Information Category Level of “Mission (MSN),” as defined in **NPR 2810.1**.
- b. Provide configuration of high speed, wideband and video transport systems to meet specific mission requirements.
- c. Coordinate with the government and interface with other contractors in accordance with government guidance.

3.7.3.4 Domain Name Service (DNS)

The contractor shall provide systems engineering and sustaining engineering support functions for NASA’s DNS systems, at the domain level of nasa.gov. In performance of this function, the contractor shall:

- a. Provide name registration for systems at the nasa.gov domain.
- b. Provide sub-delegation to networks required to join NASA’s network domain; e.g., msfc.nasa.gov.
- c. Provide updated security patches and updates to nasa.gov DNS servers.

3.7.4 Problem Management

The contractor shall maintain systems and processes to respond to service problems detected by the contractor or their vendors or to problems reported by users. The contractor shall provide:

- a. A capability to automatically route calls to appropriate control center operators. This capability shall include dedicated voice communications lines (e.g., orderwires) between control centers.
- b. User-initiated and supplier-initiated problem reporting and resolution processes (DRD 974MA-006).
- c. Escalation procedures and contacts for the contractor and the suppliers (DRD 974MA-007).
- d. Automatic tracking and logging of customer trouble calls (DRD 974MA-006).
- e. Processes, criteria, and point of contact (including other services providers and suppliers) necessary for effecting problem resolution (DRD 974MA-007).
- f. A knowledge management capability to assist in resolution of troubles on the first call and to identify trends.
- g. Call status metrics such as caller queue times and abandoned calls (DRD 974MA-006).
- h. Real-time fault isolation and restoration of failed services, including coordination with carriers.
- i. Maintain a daily log of installation trouble shooting and restoration activities (DRD 974MA-006).

- b. Implement only authorized service orders.
- c. Provide the necessary coordination between the customer, CIO for funding verification and the technical support functions required to satisfy the request.
- d. Provide monthly reports (DRD 974MA-006) to COTR-designated personnel that explain status of service requests.
- e. Close each service request only after customer notification and acceptance.

3.8.3 User Training

The contractor shall provide training to customers for services developed or implemented under this contract. In performance of this function, the contractor shall:

- a. Develop and conduct a formal user-training program to include classes, videotapes, hard copy tutorial information, and reference information (DRD 974MA-007).
- b. Provide specialized training for both hardware and software, where COTS product training is not available (DRD 974MA-007).

3.9 INTEGRATED SERVICE DELIVERY SUPPORT

The contractor shall provide the integrated service delivery support functions necessary to perform the services described in Section 3 of this PWS. These functions include: engineering, implementation, maintenance, configuration management, collaboration, and disaster recovery.

3.9.1 Engineering

The contractor shall provide systems engineering and sustaining engineering support functions to perform the services described in this PWS.

3.9.1.1 Systems Engineering

The contractor shall perform systems engineering for existing and proposed systems. Within the scope of this function, a system typically includes the combination of hardware equipment and systems software. Systems software includes operating systems, compilers, database management systems, transaction management systems, switching systems, performance and utilization tracking systems, libraries, utilities, and other software necessary for the operation and execution of IT systems. In performance of this function, the contractor shall:

- a. Maintain and update customer requirements (DRD 974MA-007).
- b. Perform, in accordance with OMB guidelines for business cases, trade studies to maintain, balance, and optimize requirements allocations across subsystems (DRD 974MA-007).
- c. Maintain online requirements inventory for all customer subsystems and services (DRD 974MA-007).

4.1.3 Technical Architecture

The contractor shall define, implement, and maintain the IFMP technical architecture and coordinate with the Agency CIO to insure that the IFMP architecture is compliant with the overall Agency IT architecture (DRD 974MA-007). The contractor shall annually assess future directions and developments in information technology to insure that the IFMP architecture evolves to take advantage of new product releases by software and hardware vendors.

4.1.3.1 Integration Architecture

The contractor shall maintain and enhance the IFM integration architecture, which is based on EAI technology. The contractor shall provide and utilize a methodology that takes advantage of the EAI technology to shorten interface development timelines and reduce long-term maintenance costs. The contractor shall ensure that the integration architecture and associated product set supports evolving standards and technologies and is positioned to support NASA's ability to conduct electronic commerce with its customers and trading partners.

4.1.3.2 Information Delivery Architecture

The contractor shall maintain the IFMP reporting and information delivery architecture to be utilized for each module. As additional applications are implemented, the contractor shall evolve the architecture to incorporate SAP and non-SAP data into the data warehouse. The contractor shall establish a metadata management process for the information stored in the Business Information Warehouse (BW).

4.1.3.3 Security Architecture

The contractor shall develop and maintain **NPR 2810.1**-compliant Security Plans for the underlying infrastructure components in accordance with DRD 974CD-001. The contractor shall also interact with NASA and contractor IT Security personnel in the review and audit of these documents and associated security activities such as risk assessments and intrusion detection exercises.

4.1.3.4 Systems Architecture

The contractor shall develop and maintain the technical infrastructure that is common across all module projects. Examples of infrastructure elements include: backup/recovery systems, storage systems, EAI components, data center networks/firewalls, and systems management/monitoring tools. The contractor shall design the infrastructure in a manner that maximizes systems management efficiencies and cost savings thereby reducing the operational costs while increasing customer satisfaction.

974MA-007). Finally, the contractor shall develop and maintain an **NPR 2810.1**-compliant Security Plan for each module in accordance with DRD 974CD-001.

4.2.1.3 Business and Application Architectures

Working with each module's process team, the contractor shall update and maintain the IFMP Business and Application architectures as described in sections 4.1.1 and 4.1.2 to reflect the Agency Design as approved by the module project steering committee (DRD 974MA-007).

4.2.1.4 Agency Interfaces

During the Agency Design phase, Agency Interfaces are identified and developed. Agency interfaces are interfaces between the IFM module and other Agency systems. The contractor shall define and follow a development methodology for interface development. The contractor shall lead the identification of Agency interface requirements, coordinate the functional design and requirements analysis process, develop the necessary technical designs, and develop all software components that must be built in the new IFM module or in the EAI tool. The contractor shall coordinate with the implementation contractor to insure that this development method integrates with the module project's implementation methodology and schedule. The contractor shall conduct unit testing and end-to-end testing of all interfaces before migrating the interfaces to system integration testing.

4.2.1.5 Extensions and Bolt-Ons

During Agency Design, the module project process team and implementation contractor may identify certain gaps that exist between the selected COTS product's base functionality and NASA's requirements. Options for addressing a gap include implementing a 3rd party COTS bolt-on that must be interfaced with the module or developing an extension in the COTS development environment. The contractor shall be responsible for developing any interfaces required between the module and selected bolt-ons. The contractor shall also be responsible for designing and developing any required extensions based on the functional designs delivered by the module project. The contractor shall conduct unit testing of any extensions and/or bolt-on interfaces before migrating these components to system integration testing.

4.2.1.6 Testing

The contractor shall support System Integration Testing for each individual module. Contractor representatives shall coordinate with each project during Agency Design to insure that the project's test plan includes the appropriate integration testing. The contractor shall support system integration testing by assisting testers with execution of Agency interfaces, bolt-on interfaces, extensions, and reports. The contractor shall also provide fixes for approved system discrepancies related to these components. The contractor shall provide the servers, databases and application instances to be utilized by the module projects in conducting unit, system, and integration testing. The contractor shall manage all security and system accounts required during the test phase (DRD

5.4.3 Other Services

The contractor shall provide other services required to meet customer requirements. These services include maintenance of existing capabilities, development or acquisition, and implementation of enhancements. In providing these services, the contractor shall:

- a. Provide fixed, portable, and mobile radios.
- b. Provide radio frequency spectrum management service.
- c. Provide and maintain interbuilding cable systems and system documentation (DRD 974MA-007).
- d. Provide and maintain the Emergency Warning System (EWS), the Marshall Access Control System (MACS), and the Video MACS (VMACS).
- e. Provide emergency telecommunications and operations support services during disaster/emergency situations such as fire, explosion, accident, bomb threat, civil disturbance, terrorist-related incidents, flood, ice, snow, and tornadoes.
- f. Operate and maintain a central distribution capability for voice, video, and data products (incoming and generated).
- g. Provide and maintain dedicated transmission services between local customers and host computer systems.
- h. Provide and maintain cable distribution systems and system documentation (DRD 974MA-007).
- i. Provide, set up, and maintain portable audio-visual equipment for special events.
- j. Design, develop, implement and maintain conference room capabilities.
- k. Schedule and operate the Contracting Officer's Technical Representative (COTR) designated video teleconferencing rooms.
- l. Schedule the conference facilities located in Morris Auditorium, Conference Rooms P106, P110, and 815 in building 4200, and operate the facilities, including the audio/visual equipment.

5.5 INFORMATION TECHNOLOGY (IT) SECURITY SERVICES

The contractor shall provide IT Security services to the MSFC customers, including the NSSTC (an offsite facility in Huntsville). These services include maintenance of existing capabilities, development or acquisition, and implementation of enhancements. In providing these services, the contractor shall:

- a. Ensure that all IT resources and components administered by the contractor are secured to minimum requirements in accordance with **NPR 2810.1**.
- b. Provide early warning, detection and resolution of vulnerabilities or security incidents. This includes threat notification responses, risk management, network monitoring, centralized database collections,

National Aeronautics and Space Administration			DATA PROCUREMENT DOC.		
PAGE REVISION LOG			NO. - ISSUE 974 Basic		
NOTE: The current revision is denoted by a vertical line in the outer margin adjacent to the affected text.		AS OF: 01-01-04	SUPERSEDING:	PAGE:	
INSERT LATEST REVISED PAGES. DISCARD SUPERSEDED PAGES.					
ITEM	PAGE	STATUS	ITEM	PAGE	STATUS
Mod 3	J-2-1				
Mod. 3	J-2-3				
Mod. 3	J-2-19				
Mod. 3	J-2-28				
Mod. 3	J-2-35				
Mod. 3	J-2-38				
Mod. 5	J-2-22				
Mod. 10	J-2-9				
Mod. 10	J-2-25				
Mod. 10	J-2-36				
Mod. 10	J-2-37-A				

UNIFIED NASA INFORMATION TECHNOLOGY SERVICES (UNITeS)
Data Requirements List

<u>DRD</u>	<u>DATA TYPE</u>	<u>TITLE</u>	<u>OPR</u>
CD – Contractual Data			
974CD-001	2	Information Technology Security Plan	AD33
974CD-002	3	Employee Listing	PS10
974CD-003	3	Technology Reports (NFS 1852.227-70)	CD30
CM - Configuration Management			
974CM-001	2	Configuration Management Plan	ED43
LS – Logistics Support			
974LS-001	2	Government Property Management Plan	AD41
MA – Management			
974MA-001	1	Management Plan	AD30
974MA-002	2	Risk Management Plan, Analysis, and Tracking Reports	QS10
974MA-003	2	Major Information Systems Portfolio	AD30
974MA-004	2	Work Breakdown Structure (WBS) and WBS Dictionary	RS40/VS10
974MA-005	3	Financial Management Report (533M)	RS40
974MA-006	See DRD	Reports	AD30
974MA-007	See DRD	Documentation	AD30
974MA-008	3	Cost Reports	AD30
974MA-009	2/3	Export Control Plan and Reports	AD30
974MA-010	3	Contractor Self-Assessment Report	AD30
974MA-011	2	Certification of NISN Systems Readiness	AD30
974MA-012	3	Contractor Program/Project Status Review Report	AD30
RM – Reliability and Maintainability			
974RM-001	1	Operability/Maintainability Plan	AD30
SA – Safety			
974SA-001	2	On-site Safety and Health Plan	AD02/QS50/AD10
974SA-002	3	Mishap and Safety Statistics Reports	QS50

Attachment 1

Report/Information	PWS paragraph	Frequency	Data Type	Format	Content
Project plans, status and schedule reviews (work accomplished, schedules, resources across functional activities)	2.0.h(1), 2.1.a	Monthly	3	MICS/Online	Show interdependencies between functions and tasks; clearly delineate changes from previous month's schedule
Planned versus actual resource allocation	2.0.h(2)	Maintain current	3	MICS/Online	
Actual resource utilization by UNITEs service and customer	2.0.i(1)	Maintain current	3	COSMIS	
COSMIS rates	2.0.i(2)	Annually	3		
Headcount Allocations Report	2.0.i(3)	Maintain current	3	Hardcopy	By full cost accounting pools of MSFC IT Services, Center G&A Services, NISN services, and corporate G&A Services
Weekly Activity Report	2.1.c, 3.9.2.3.b, 5.10.2.3.b	Weekly	3	Online	Significant accomplishments, problems encountered, quality assurance results, and corrective actions.
Tracking of official communication with COTR (e.g., technical direction, information requests, transmittals) and status concerning all such communication	2.1.d	Maintain current	3	Hardcopy	
Cost Accounting System	2.3.a	Maintain current	5	MICS/Online	
Contract administration information system	2.4.b	Maintain current	5	MICS/Online	
Procurement information system	2.5.a, 2.5.b	Maintain current	5	MICS/Online	Status tracking of individual procurements; funding verification; contractor policies/procedures, etc.

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974
2. **DRD NO.:** 974MA-010
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Contractor Self-Assessment Report
7. **DESCRIPTION/USE:** To provide the contractor's self-assessment of performance of contract tasks.
8. **OPR:** AD30
9. **DM:** AD30
10. **DISTRIBUTION:** Online with hard copy to CO and COTR
11. **INITIAL SUBMISSION:** Monthly report: submit online 10 days after first full month following effective date of the contract. Quarterly report: submit online by 15th day of month following the first quarterly reporting period. Semi-Annual Report: (Replaces 2nd quarterly report for each semi-annual reporting period) Submit online by 15th day of month following first semi-annual reporting period.
12. **SUBMISSION FREQUENCY:** Monthly report: submit online by 15th day of month following each monthly reporting period. (Report may be included as part of monthly submission of Program/Project Status Report (PPSR) in lieu of the written Monthly Report. If PPSR format is used for the Monthly Report, then the report shall be submitted in accordance with DRD 974MA-012. (PPSR's are normally scheduled on the 3rd Thursday of each month. Quarterly report: submit online by 15th day of month following each quarterly reporting period. Semi-Annual Report: (Replaces 2nd Quarterly report for each semi-annual reporting period) Submit online by 15th day of month following each semi-annual reporting period.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraphs 1.2.4, 3.0, 5.0
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report provides the contractor's self-assessment of performance of the contract tasks.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Self-Assessment Report shall:
 - a. Describe the contractor's self-assessment of performance of the PWS tasks.
 - b. Describe the contractor's self-assessment of performance against the contract performance standards.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.:** 974
2. **DRD NO.:** 974MA-012
3. **DATA TYPE:** 3
4. **DATE REVISED:**
5. **PAGE:** 1/1
6. **TITLE:** Contractor Program/Project Status Review Report
7. **DESCRIPTION/USE:** To provide the contractor's status of major activities and projects across all UNITEs service areas, including performance against contract standards/metrics and any items or issues that may impact performance evaluation.
8. **OPR:** AD30
9. **DM:** AD30
10. **DISTRIBUTION:** Online with hard copy to CO and COTR
11. **INITIAL SUBMISSION:** Monthly report: submit online prior to initial Program/Project Status Review following the effective date of this modification.
12. **SUBMISSION FREQUENCY:** Monthly report: submit online prior to each monthly Program/Project Status Review.
13. **REMARKS:**
14. **INTERRELATIONSHIP:** PWS paragraph 2.1.a
15. **DATA PREPARATION INFORMATION:**
- 15.1 **SCOPE:** The report provides the contractor's status of major activities and projects across all UNITEs service areas, including performance against contract standards/metrics and any items or issues that may impact performance evaluation.
- 15.2 **APPLICABLE DOCUMENTS:** None
- 15.3 **CONTENTS:** The Contractor Program/Project Status Report shall:
 - a. Capture action items, provide status, metrics, critical projects, wrap-up, risks, and issues based on currently utilized format.
 - b. Describe the contractor's self-assessment of performance of the PWS tasks.
 - c. Describe the contractor's self-assessment of performance against the contract performance standards for both objectively and subjectively measured areas of the PWS.
- 15.4 **FORMAT:** Contractor format is acceptable.
- 15.5 **MAINTENANCE:** None required

NPD 2190.1	NASA Export Control Program
NPD 2220.5	Management of NASA Scientific and Technical Information (STI)
NPD 2530.1	Monitoring or Recording of Telephone or Other Conversations
NPD 2540.1	Use of Government Telephones
NPD 2570.5	Radio Frequency Spectrum Management
NPD 2800.1	Managing Information Technology
NPD 2810.1	Security of Information Technology
NPD 2820.1	NASA Software Policies
NPD 4200.1	Equipment Management
NPD 4300.1	NASA Personal Property Disposal Policy
NPD 8610.6	Graphic Markings on Space Transportation Vehicles, U.S. Components of the International Space Station Component Systems, and Payloads
NPD 9501.1	NASA Contractor Financial Management Reporting System

NASA PROCEDURAL REGULATIONS

NPR 1040.1	NASA Continuity of Operations (COOP) Planning Procedures and Guidelines
NPR 1441.1	NASA Records Retention Schedules
NPR 1490.5	NASA Procedural Guidance for Printing, Duplication, and Copying Management
NPR 1620.1	Security Procedures and Guidelines
NPR 2190.1	NASA Export Control Program
NPR 2200.2	Guidelines for Documentation, Approval, and Dissemination of NASA Scientific and Technical Information (STI)
NPR 2800.1	Managing Information Technology (Mod No. 10)

AN ASTERISK (*) INDICATES DOCUMENTS ARE RESTRICTED; THEY MAY BE VIEWED ON SITE. NO COPIES WILL BE ALLOWED OFF SITE.

NPR 2810.1	Security of Information Technology
NPR 4100.1	NASA Materials Inventory Management Manual
NPR 4200.1	NASA Equipment Management Manual
NPR 4200.2	Equipment Management Manual for Property Custodians
NPR 4300.1	NASA Personal Property Disposal Procedures and Guidelines
NPR 7120.5	Program and Project Management Processes and Requirements
NPR 8715.3	NASA Safety Manual
NPR 9501.2	NASA Contractor Financial Management Reporting

MARSHALL POLICY DIRECTIVES

MSFC Directories are available from the Directives Master List on the MSFC Integrated Document Library: <http://inside.msfc.nasa.gov/MIDL/>

MPD 1040.3	MSFC Emergency Program
MPD 1280.1	Marshall Management Manual
MPD 1380.1	Release of Information to News and Information Media
MPD 1394.1	Control of Audiovisual Products
MPD 1800.1	MSFC Smoking Policy
MPD 1840.1	MSFC Environmental Health Program
MPD 1840.2	MSFC Hearing Conservation Program
MPD 2190.1	MSFC Export Control Program
MPD 2210.1J	Documentation Input and Output of the MSFC Documentation Repository
MPD 2800.1	Management of Information Technology Systems and Services at MSFC (Mod. No. 10)

AN ASTERISK (*) INDICATES DOCUMENTS ARE RESTRICTED; THEY MAY BE VIEWED ON SITE. NO COPIES WILL BE ALLOWED OFF SITE.